



1. POST

2. AGENCY

3a. POSITION NO.

Singapore

Department of state

100533 (T)

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE “YES” BLOCK. ☐ Yes ☒ No

4. REASON FOR SUBMISSION

☒ a. Redescription of duties: This position replaces

Position No. N52035, Procurement Supervisor (Title) 810 (Series) 10 (Grade)

☐ b. New Position

☐ c. Other (explain) Vacant position. Training grade

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)

a. Post Classification Authority
BKK/RHR/BRCC

Procurement Supervisor, FSN 810
(Training grade. Not to be used concurrently with
the position #100533, Full performance level at
FSN-10)

FSN-9

AB/
BCK

2/6/15

b. Other

c. Proposed by Initiating Office

6. POST TITLE POSITION (if different from official title)

Procurement Specialist

7. NAME OF EMPLOYEE

8. OFFICE/SECTION

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee

Date(mm-dd-yy)

Typed Name and Signature of Supervisor

Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Typed Name and Signature of Section Chief or Agency Head

Date(mm-dd-yy)

Typed Name and Signature of Admin or Human Resources
Officer

Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

This is a training and developmental level established to provide time and opportunity for the incumbent to acquire the knowledge and experience necessary to perform position duties at the full performance level. Incumbent's performance will be evaluated formally at regular intervals. If performance is found to be satisfactory, after one year, the employee may be upgraded to full performance level, FSN-810-10.

The job holder performs complex acquisitions of goods and services for Embassy Singapore and provides regional support to Embassy Bandar Seri Begawan. Supervises 4 staff members in the GSO's Procurement Office and provides advice/support to Procurement Agent in Brunei through e-mail or telephone. Occasionally makes on-site visits if required.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

1. Procurement for Singapore and Brunei

- a. Must be well versed in procurement laws and regulations and be familiar with policies listed in the Office of the Procurement Executive (OPE)'s cookbook (purchasing and contracting guide), Procurement Information Bulletins (PIBs), Federal Acquisition Regulations (FAR), Department of State Acquisition Regulations (DOSAR), Foreign Affairs Manual (FAM). As procurement regulations are constantly changing, the incumbent must also keep updated with latest acquisition regulations and policies/practices that are issued/circulated by the Office of the Procurement Executive (OPE) and ensure that they are properly implemented (for example, competition, Anti-deficiency regulations, System of Award Management) in accordance with the FAR. Acquisition regulations also include statutory requirements that result from Trade Agreements with various countries (for example, regulations on WTO GPA procedures) and the incumbent ensures that post's contracts/POs comply with these laws.
- b. Is responsible for complex procurement requests usually above US\$250,000 – US\$6.5 million for supplies and services and makes a determination to use the appropriate acquisition vehicle eg. BPA's or IDIQ or firm fixed price type of contract. These are typically the more complex types of actions that require OPE's review and approval, eg. janitorial, health and life insurance, gardening, various high value facility maintenance services, shipping and packing, construction, A&E/legal services.
- c. Ensures that proper procurement procedures are followed for the entire procurement process – from drafting of the solicitation, synopsis, receipt of quotes/offers, analysis of quotes/offers solicits and analyzes vendor quotation/offer, negotiations, evaluation and determination of vendor's capability to perform. The incumbent issues RFQs (Request for Quotation) or RFPs (Request for Proposal) to vendors and interested parties.
- d. Conducts market research and surveys to obtain information on industry practices or other information. Market research includes research into applicable laws related to the industry and qualifications of vendors where applicable. Appropriate documentation must be included in the files.
- e. Drafts the solicitation using OPE's basic model. Often the model has to be changed substantially to apply to the post's requirement. The incumbent is required to coordinate with the requirement office to obtain more information/better understanding of the requirement in order to make appropriate changes to the model. All changes made must be "tied" in to the Statement of Work as well as the terms and conditions of the solicitation to ensure that there are no conflicting statements or vague issues that may result in future disputes or performance errors.

45%

<ul style="list-style-type: none"> f. Organizes and conducts site visits, pre-proposal conferences and pre-award conferences. During the pre-proposal conference, the incumbent highlights and explains the Terms and Conditions (T&C) of the contract including the various clauses and provisions. Answers to questions may result in more research. The incumbent documents and files the minutes of meeting and also issues written replies to questions asked. During pre-award conference, the incumbent acts as the link between the awardee and the requirement office, reminds the awardee of the various submissions required and reiterates the main T&C of the contract. g. On receipt of offers/quotes, the incumbent performs a comparison of all offers, evaluation of each proposal and performs responsibility checks of each offeror. This process involves skilled analysis and critical thinking and documentation of all analysis/evaluation. h. Must be able to read and understand vendor's commercial contracts so as to be able to delete/change terms and conditions which are not compliant with the FAR. The incumbent's negotiation skills are then tested to obtain the vendor's agreement to the deletions and to persuade the contractor to accept USG contract terms and conditions. 	
<p>2. Training and Supervision</p> <ul style="list-style-type: none"> a. Manages and supervises the Procurement Section. Provides on-the-job training/guidance and assigns and distributes work for 4 staff members. Training includes but not limited to communicating/explaining procurement policies and practices, advice of best procurement practices, review of their daily work prior to submission/finalization. b. Performs management duties – writes Position Descriptions, M-Class (Computer Aided Job Evaluations) documentation, and evaluations for all 4 staff members. 	35%
<p>3. Contract Management</p> <ul style="list-style-type: none"> a. Liaises with the contractor and requirements office, analyzes problems and resolves disputes concerning performance standards, payments, and contract terms and initiates follow-up actions. The incumbent liaises with United States Government (USG) Finance Office on invoices and payment issues. b. Tracks expiry dates of recurring contracts to ensure timely renewal, or re-competition of such contracts so that services are provided on a continual basis. c. Arranges and attends meetings and follow-up with necessary documentation should problems arise. Participates in negotiating contract modifications/terminations where applicable. d. Recommends ways to streamline procedures within the office to improve the flow of work and ensure timeliness in the processing of work. e. Provides advice regarding administrative support to other offices. f. Submits quarterly Federal Procurement Data System (FPDS) reports to OPE in a timely manner. Performs other duties as assigned by the embassy General Services Officer (GSO). 	20%

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

A bachelor's degree in business management, management, finance, engineering, or law is required.

b. Prior Work Experience:

At least five (5) years of responsible experience in procurement (government or commercial) which include a minimum of 3 years of contracting experience required. A minimum of 1 year of supervisory experience is also required.

c. Post Entry Training:

On-the-job training by supervisor, formal classroom training by OPE, and USG on-line self-learning courses.

d. Language Proficiency:

(List both English and host country language(s) proficiency requirements by level (II, III) and specialization (speak/read) English Level IV fluent (oral and written) is required. The incumbent must have a good command of English and good writing skills not only for letter/memo writing but also contract drafting. Requires good understanding of the complexity of the English language as related to contracts and other legal documents. Must be fluent and articulate in oral English for purposes of conducting pre-proposal conferences.

e. Job Knowledge:

- Must have a good working knowledge of USG contract and procurement regulations, including but not limited to the Federal Acquisition Regulations, Federal Affairs Manual, DOSAR, Principles of Federal Appropriations Law, and the USG commercial credit card program, and the Prompt Payment Act. In addition, the incumbent must have the knowledge to access various reference materials/tools such as General Services Administration (GSA) catalogs, Department of State (DOS) contracts and OPE's cook book.
- Must also have good knowledge of Singaporean local laws (e.g. labor laws and laws pertaining to safety and environmental issues), local customs pertaining to industry practices, sources and capability of local suppliers and surface/shipping rules and procedures.
- Must also have some knowledge of financial work pertaining to funding of contracts and validity of funding over fiscal years.

f. Skills and Abilities:

- Must have a good command of English and good writing skills not only for letter/memo writing but also contract drafting. As writing and documentation forms a large portion of the work, the incumbent must be able to develop appropriate contract language that is clear and precise and leaves no room for misinterpretation or interpretation for other intent.
- Requires intellectual understanding/interpretation of the complex contract terms and clauses to understand the policies/directives correctly. Critical and logical thinking and good understanding of contract language is required to ensure all loopholes in contracts are "plugged" so that the contract is fair, terms and conditions are precise, and properly "tied" in to work requirements so that performance disputes can be avoided.
- Needs to conduct pre-proposal conferences, ability to be articulate and fluent in English is a required skill.
- Must have good organizational and negotiating skills. The incumbent has to work/relate with other employees and vendors as technical support and assistance is necessary to ensure project needs are met in timely manner without compromising on acquisition rules and procedures.
- Must have the ability to work quickly and independently as many requests are urgent. As volume of work is very high, the incumbent must be able to multi-task and juggle various projects while at the same time, be able to prioritize and complete the work assigned within expected timeframe.
- Must have good computer skills, especially internet, MS Word, Excel and use of ARIBA.
- Must have good "people" skills to convince/handle contractors and customers

16. POSITION ELEMENTS

a. Supervision Received:

The position requires work with unusual freedom, receiving limited supervision from the S/GSO on a day-to-day basis. As a Contracting Officer with a warrant upto US\$25,000, makes purchases upto US\$25K without consulting the supervisor. Unprecedented problems are referred to the S/GSO for discussion and joint decision making with heavy reliance on the incumbent's expertise.

b. Supervision Exercised:

4 LE Staff members – assigns duties, reviews work, provides OTJ training, guidance and advice.

c. Available Guidelines:

A/OPE's cookbook, PIBs, Federal acquisition Circulars, Federal Acquisition Regulation, Department of State Acquisition Regulation, Foreign Affairs Manual, General Accountability Office (GAO) Principles of Federal Appropriations Law, various internet websites, General Services Administration (GSA) and other catalogs.

d. Exercise of Judgment:

Is required to exercise good judgment from the onset of each procurement action. Good judgment is required to determine the type of contract and therefore the type of format to use, to determine how to proceed with a solicitation, determine what changes are required, making selection of appropriate vendors, modes of delivery, determine accuracy of SOW as it relates to the entire contract, deciding on necessary measures to finalize actions.

Makes judgment on work prioritization so that urgent requirements can be handled in a timely manner.

Must exercise good judgment when dealing with requirements officers and vendors, being tactful and yet effective.

e. Authority to Make Commitments:

Obtains through coursework and testing, a US Government contracting warrant with a limit of US\$25,000 and may independently commit USG funds up to that level. Operates independently in the selection of dealers/vendors for bid solicitation and in the various steps of the procurement process. Negotiations with vendors may be conducted independently and as many purchases are made under time and money constraints which cannot be discussed or and planned in advance, the incumbent may need to make commitments without consultation with the supervisor on determination of advantages to the USG.

f. Nature, Level and Purpose of Contacts:

Deals with company officials at a level to make binding offers (i.e. Company directors, presidents, sales managers, etc) and also deals with working level employees in requirements office and FMO (for funding issues) and in Washington for information and research purposes. The purpose of contacts is to perform the various pre-award, award, and post-award duties involved in Federal contracting and procurement.

g. Time Required to Perform Full Range of Duties after Entry into the Position

1-2 years of progressively responsible experience in procurement field to develop contacts, learn standards and procedures and to effectively perform full range duties.